



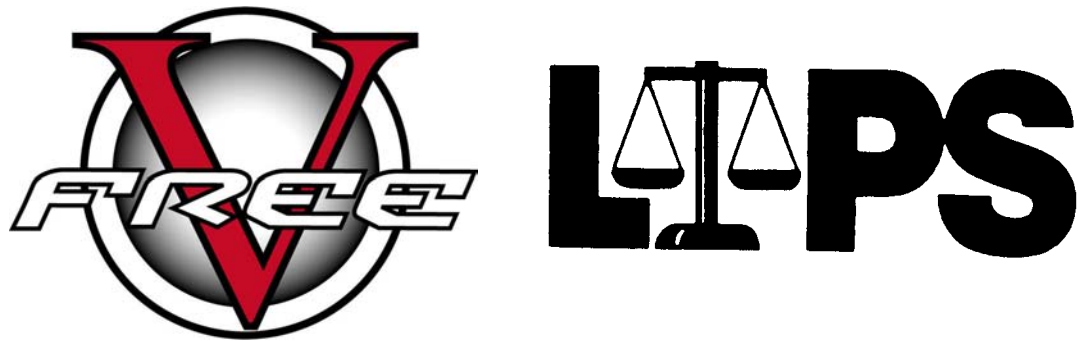
Donald T. DiFrancesco
Acting Governor

John J. Framer, Jr.
Attorney General

DeForest B. Soaries, Jr.
Secretary of State

GANG VIOLENCE PREVENTION MINI-GRANT

A Partnership between the New Jersey Department of State's Center for Youth Policy and Programs and New Jersey Department of Law & Public Safety, Division of Criminal Justice



GUIDELINES AND APPLICATION

November 1, 2001 – June 30, 2002

**NEW JERSEY DEPARTMENT OF STATE
CENTER FOR YOUTH POLICY AND PROGRAMS**

CYP&P OVERVIEW AND MISSION

The Center for Youth Policy and Programs (CYP&P) was established as a division of the New Jersey Department of State to advance youth focused programs and initiatives and promote personal responsibility. The CYP&P serves as a conduit in state government to bring people, organizations, and services together to address the needs and concerns of New Jersey's young people. In addition, it serves as an information clearinghouse on youth policy and programs, and fosters the creation of new initiatives to combat youth violence and encourage leadership. The CYP&P has a four-prong mission:

- to advocate on behalf of New Jersey's youth
- to coordinate prevention and intervention services
- to disseminate information
- to empower youth and encourage personal responsibility

GANG VIOLENCE PREVENTION MINI-GRANT OVERVIEW

The recent proliferation of youth gangs has fueled the public's fear and has magnified possible misconceptions about youth gangs. Gang hierarchies are formalized and contain a strength that gives them increased influence on the streets as well as in correctional juvenile facilities. Gangs, particularly those from New York City, have a great affect on surrounding states like New Jersey. To address the mounting concern about gang violence among New Jersey's youth, the CYP&P has joined with the Department of Law and Public Safety to establish the ***Gang Violence Prevention Mini-Grant*** program. The ***Gang Violence Prevention Mini-Grant*** program is designed to help students develop youth-focused gang violence prevention projects and activities. Any student or youth group, with the help of a teacher or advisor, can apply for a mini-grant. **Funds will be awarded in amounts ranging from a minimum of \$50 to a maximum of \$3,000 for the period of November 1, 2001 through June 30, 2002.**

ELIGIBLE APPLICANTS

ALL APPLICANTS:

- Must be between the ages of 13 and 24.
- Must have an adult advisor.
- Must be affiliated with a school/organization with a **valid Federal Tax-Identification number.**
- Must comply with the Civil Rights Act of 1964 and the Rehabilitation Act of 1973, as amended, and the Americans With Disabilities Act of 1990, barring discrimination on the basis of race, color, national origin, gender, or disability.

GUIDELINES FOR RECEIVING FUNDS

1. All phases of the project **must be YOUTH driven.** Young people **must** be actively involved in the planning, implementation, and outcome of the project.
2. The project **must** address the issue of gang violence among New Jersey youth and **must** help to decrease gang violence in a school and/or community.
3. The project **must be** completed no later than June 30, 2002.

OVERVIEW OF APPLICATION PROCESS

All applicants **must use** the following forms to submit their mini-grant application. Applications not containing these forms will not be reviewed.

1. A ***Gang Violence Prevention Mini-Grant Face Form*** that provides the CYP&P important information about the youth applicant and sponsoring organization. The sponsoring agency that will receive the *V-Free* Mini-Grant if awarded. For example, Spring Hills High School applied for and received the mini-grant. The sponsoring organization will be Spring Hills Board of Education. CYP&P will make the mini-grant check payable to Spring Hills Board of Education.
2. A ***Gang Violence Prevention Mini-Grant Narrative Form*** that provides the CYP&P with a detailed description of the applicant's proposed project and its impact on participants.
3. A ***Gang Violence Prevention Mini-Grant Budget Form*** that provides the CYP&P with a breakdown of all items that will be purchased with mini-grant funds.

GRANT REVIEW PROCESS

All applications are reviewed utilizing a multi-level evaluation process that includes an initial staff review for completeness, which is followed by a formal review by the Youth Coordinating Council Grant Committee.

In addition, **a final report along with original receipts** must be mailed to the CYP&P no later than **30 days** after the project ends. A final report form will be sent to you one month prior to the project completion date. A copy of the form is also available on our Web site at: **www.njyouth.com**.

GRANT PAYMENT PROCESS

When a grant is awarded, a contract is made between the organization receiving the grant and the New Jersey Department of State, Center for Youth Policy and Programs. Once approved for funding, payments are made as follows:

- 75% of grant amount once the CYP&P receives the grantee's initial signed financial grant documents.
- 25% of grant amount upon receipt and acceptance by the CYP&P of the grantee's Final Report and original receipts.

1. The total amount of the receipts submitted with the final report must match the total amount of the grant award.
2. If the total amount of the receipts submitted is less than the entire amount of the grant award, the difference will be deducted from the final grant payment.
3. If the grant recipient fails to use the entire amount of the grant allocation, then **the difference between the amount allocated and the amount spent must be returned** to the New Jersey Department of State, Center for Youth Policy and Programs, in a certified or bank check.

All grant recipients are expected to submit a **final report and original receipts for the amount of the entire allocation**. Final grant payments **will not** be released until all grant documents have been properly completed, signed by the grantee, and received by the CYP&P.

NEW JERSEY DEPARTMENT OF STATE
CENTER FOR YOUTH POLICY AND PROGRAMS
P.O. BOX 456
TRENTON, NEW JERSEY 08625-0456

GANG VIOLENCE PREVENTION MINI-GRANT FACE FORM

November 2001 to June 2002

(Must be typed or written legibly)

1. Application Date: ____/____/____
2. Affiliation/School Name: _____ County: _____
Address: _____ City: _____ State: _____ Zip: _____
3. Name(s) of Youth Applicant(s):
Name: _____ Class Position Held: _____ Grade: _____

4. Name of Adult Advisor: _____ Telephone: _____
E-mail: _____ Fax: _____
5. Name of Sponsoring Organization: _____
6. Sponsoring Organization Address: _____
City: _____ State: _____ Zip: _____ County: _____
7. Legislative District of Sponsoring Organization: _____
8. Applicant's Federal Tax ID#: _____ CYPP Acct#: 01-100-074-2505-048-6130
9. Title of Project: _____
10. Program Start Date: ____/____/____ 11. Program End Date: ____/____/____
***All projects must be completed no later than June 30, 2002. No extensions will be granted.**
12. Amount Requested (*not to exceed \$3,000.00*): _____

To the best of my ability, I certify that the information contained in this application is factual and accurate.

Signature of Primary Youth Applicant

Date

Signature of Adult Sponsor

Date

FOR OFFICIAL USE ONLY

Date Received: ____/____/____ Approval Date: ____/____/____ Date of 1st Far: ____/____/____ Grant #: _____

Final Report Due: ____/____/____ Final Report Received: ____/____/____ Date of 2nd Far: ____/____/____

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GANG VIOLENCE PREVENTION MINI-GRANT NARRATIVE FORM

November 2001 to June 2002

(Must be typed or written legibly)

I. PROJECT ABSTRACT

In the space provided below, please provide a short summary of the proposed project. If funded, the project abstract will be used as a stand-alone description of your project.

II. PROJECT DESCRIPTION

In the space provided below, please describe the purpose for the project.

1. Describe how the project will reduce gang violence in your school and/or community.
2. State how the project involves youth in the planning and implementation.
3. Describe how your promotional materials will highlight gang violence prevention in your school and/or community.
4. State how the project can be replicated in other schools or communities.

II. PROJECT DESCRIPTION – Continue

III. PROJECT IMPACT

A. In the space provided below, describe the anticipated outcomes of your project and how they will directly or indirectly impact youth behavior. Be specific in discussing changes in attitude and/or behavior of youth participants as they relate to gang violence.

B. In the space below, please provide the following demographic information:

- *Number of Youth Participants:* _____ *Age Range:* _____ *Grade(s):* _____
- *Number of Teachers/Educators:* _____
- *Number of Law Enforcement:* _____
- *Number of Community Members:* _____

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GANG VIOLENCE PREVENTION MINI-GRANT BUDGET FORM

November 2001 to June 2002

(Must be typed or written legibly)

ITEM <i>Please list each item that will be purchased with Mini-Grant funds (i.e. food, t-shirts, flyers, speaker, etc).</i>	DESCRIPTION <i>Briefly describe how each item will be used to implement your Mini-Grant project. Please include the quantity of each item that will be purchased.</i>	COST <i>Please provide the cost for each item.</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
TOTAL \$		

**Duplicate this form as needed.*



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www.njyouth.com